

RECORDING TRAUMATIC INJURY LABOR HOURS

Traumatic Injury for all ready established injury number in DOE Pay system:

1. Access Labor Module.
2. Change Pay Period Date to Pay Period of traumatic injury.

Employee:	BROWN-D1-D1, ANDREA	<input type="text"/>	<<	>>	Employee
Begin Pay Period:	2003-Jul-13	<input type="text"/>	<<	>>	PayPeriod
NtDiff/Haz/Oth: No	Concur: No	Certified: No	Sent To Payroll: No		

July 13 14 15 16 17 18 19 20 21 22 23 24 25 26

[Work Center](#) [Task](#) [Job Order](#) [Type hr](#) Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat

Reported Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
----------------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

DeleteRows NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

[Back to Top](#)

3. Click the Create LU button. (LU type hour is 'Date of Injury'. No hours are required for LU, but may be input. Type Hour LT is for time off after injury date).
4. A 2-week calendar bar appears.

Generate Injury Number

[Back](#)

Choose the day of the pay period to generate an injury number

July	13	14	15	16	17	18	19	20	21	22	23	24	25	26
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat

[Back](#)

5. Select the date of the original traumatic injury number.
6. System returns to Labor Window.

Employee:	BROWN-D1-D1, ANDREA	<input type="text"/>	<<	>>	Employee
Begin Pay Period:	2003-Jul-13	<input type="text"/>	<<	>>	PayPeriod
NtDiff/Haz/Oth: No	Concur: No	Certified: No	Sent To Payroll: No		

July 13 14 15 16 17 18 19 20 21 22 23 24 25 26

[Work Center](#) [Task](#) [Job Order](#) [Type hr](#) Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat

ORG45 LU 0.00

Reported Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
----------------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

Save DeleteRows NtDiff/Haz/Oth InsertRow Refresh Summary

[Back to Top](#)

7. Select the appropriate Task.
8. Click Save.

Employee: BROWN-D1-D1, ANDREA		<input type="text"/>		<input type="button" value="Employee"/>	
Begin Pay Period: 2003-Jul-13		<input type="text"/>		<input type="button" value="PayPeriod"/>	
NtDiff/Haz/Oth: No		Concur: No		Certified: No Sent To Payroll: No	

		July	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
<u>Work Center</u>	<u>Task</u>	<u>Job Order</u>	<u>Type hr</u>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
ORG45	T00005DBM		LU										0.00				
Reported Hours				0.00:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

[Back to Top](#)

To add time taken after date of injury:

1. Insert a new row and select Task and Type hr 'LT' and enter hours on next working day.

Employee: BROWN-D1-D1, ANDREA		<input type="text"/>		<input type="button" value="Employee"/>	
Begin Pay Period: 2003-Jul-13		<input type="text"/>		<input type="button" value="PayPeriod"/>	
NtDiff/Haz/Oth: No		Concur: No		Certified: No Sent To Payroll: No	

		July	13	14	15	16	17	18	19	20	21	22	23	
<u>Work Center</u>	<u>Task</u>	<u>Job Order</u>	<u>Type hr</u>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
ORG45	T00005DBM		LU										0.00	
ORG45	T00005DBM		LT											8
Reported Hours				0.00:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

[Back to Top](#)

2. Click Save and the system prompts you to enter injury number.

Employee: BROWN-D1-D1, ANDREA		<input type="text"/>		<input type="button" value="Employee"/>	
Begin Pay Period: 2003-Jul-13		<input type="text"/>		<input type="button" value="PayPeriod"/>	
NtDiff/Haz/Oth: No		Concur: No		Certified: No Sent To Payroll: No	

		July	13	14	15	16	17	18	19	20	21	22	23	
<u>Work Center</u>	<u>Task</u>	<u>Job Order</u>	<u>Type hr</u>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
ORG45	T00005DBM		LU										0.00	
ORG45	T00005DBM		LT											8
Reported Hours				8.00:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00

[Back to Top](#)

3. Click the NtDiff/Haz/Oth button and injury number row is displayed.
4. Select Injury Number from drop down. Click Save.

		July	13	14	15	16	17	18	19	20	21	22	23	24	25	26
<u>Job Order</u>	<u>Type hr</u>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	LT											8				
Injury Number		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>														
Hz/Oth		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>														
Shift Override		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>														
Reported Hours		8.00:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00

[Back to Top](#)

Employee:	BROWN-D1-D1, ANDREA				<< >>		Employee	
Pay Period:	2003-Jul-13				<< >>		PayPeriod	
z/Oth: Yes	Concur: No		Certified: No		Sent To Payroll: No			

			July	13	14	15	16	17	18	19	20	21	22	23	24	25
Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
0005DBM		LU										0.00				
005DBM		LT											8.00			
Injury Number													0722			
Hz/Oth													add			
Shift Override																
Reported Hours			8.00:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	

DeleteRows	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU
------------	----------------	-----------	---------	---------	-----------

The 45-day clock starts with the date of the LU. ATAAPS does not count the days, but DCPS does.